



Reply to Attn of: 110

AUG 3 2001

TO: Executive Council

FROM: 110/Director of Human Resources

SUBJECT: Revised Guidelines on Overtime Work at the Goddard Space Flight Center

An action from the Goddard Program Management Council required a review of overtime policies to ensure that appropriate guidelines exist to guarantee the safety of personnel and to maintain the quality of work. This action arose from the Agency's Mars Report and the following guidelines were developed, coordinated with members of the PMC, and have been adopted by the Center. I request that you share this information with your supervisors and employees to ensure that we are managing overtime in accordance with these guidelines. You should also review any directorate overtime guidance to ensure that it is in agreement with these Center guidelines. These overtime guidelines will be incorporated into the next revision to the GSFC Pay Handbook, GHB 3530.2, which will be finalized in the coming weeks.

Center Guidelines on Maximum Number of Overtime Work Hours Permitted

Overtime work should be limited to those situations where work assignments cannot reasonably be accomplished during normal hours of duty because of the amount of work required or the time frame allotted to do it. This guidance does not address entitlements to overtime pay/compensatory time for hours of overtime worked nor how people are paid. Rules and regulations regarding overtime can be found in GHB 3530.2, dated February 8, 1985, currently under revision. Union agreements should also be consulted when approving overtime work for employees in bargaining units.

The following are the Center's guidelines on overtime work by an individual civil service employee:

- No more than 72 total work hours (regular time plus overtime hours) in a single work week (consecutive 7 day period)
- No more than 60 total work hours per work week – when the overtime requirement extends into 2 consecutive work weeks or longer
- A maximum of 16 consecutive hours of work without an off duty break
- A minimum of 8 hours of off-duty break between work periods

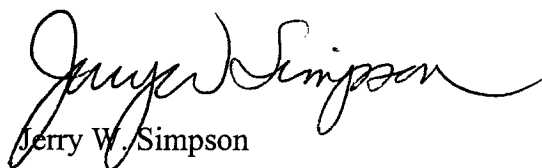
Exceptions. The following situations are excepted from the above guidelines:

- Major emergency situations, e.g., snow storm, hurricane preparation/cleanup, in which designated emergency employees are required to perform duties for the duration of the emergency;
- Planned project campaigns, e.g., launch campaigns, early on-orbit checkout and activation, thermal vacuum tests, sounding rocket and balloon campaigns, provided they do not exceed 4 consecutive weeks in duration;
- Critical sunrise-to-sunset construction activities during seasonal periods.

Other exceptions to the above guidelines may be approved only by the Director of for the directorate to which the employee is assigned, or in his/her absence by the individual authorized to act for the Director of. This approval may not be redelegated to a lower level official on a standing basis.

Please emphasize to your supervisors and managers that the fair application and administration of these guidelines depends on their active management of their employees' overtime work. It has been, and remains, the responsibility of management to authorize and approve all overtime work; the appropriate level of supervisor (depending on the number of hours involved) should make and document a specific determination authorizing the employee(s) to do the work.

Any questions about the administration of overtime work or related issues of compensatory time and overtime pay should be addressed to the Human Resources Specialist assigned to support the organization.



Jerry W. Simpson

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